

Texas Historical Commission Job Vacancy Notice

Position Title: Human Resources Specialist
Classification Title: Human Resources Specialist I
Job Posting Number: 18-35
Salary: \$2,850.00-\$3,300.00/Month
Salary Group/Class#: B14/1729
FLSA: Non-exempt
Opening Date: 12/07/2017
Closing Date: 12/31/2017
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: 1700 North Congress, Suite B65, Austin, TX 78701

JOB OBJECTIVE: Perform routine (journey-level) human resources management work. Work involves administering or assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Provide assistance with the implementation and administration of human resources programs such as recruitment and selection, compensation, classification, benefits or workers' compensation.
2. Post THC employment announcements on WorkInTexas (WIT), the THC website and distribute announcements to various recruitment sources.
3. Recruit, screen and log applications for minimum qualifications and forward applications via-email to hiring supervisors.
4. Maintain and audit hiring/job posting packets to include applicants interviewed, justification statement, reference checks, questions and offer letter.
5. Prepare functional job descriptions/job vacancy notifications for the agency staff to include: reviewing and updating descriptions for existing positions; preparing job descriptions for new hires and transfers; sending job descriptions for signature; developing and maintaining a system to ensure job descriptions are returned and current.
6. Prepare human resources correspondence and reports.
7. Assist with reviewing positions in the agency to determine proper classification and compensation according to the State Position Classification Act, salary survey and other related information.
8. Conduct job evaluations, job analyses and desk audits to determine proper classification; prepare reports of finding and make recommendations, as appropriate; and prepare new or revised position description based on analyses.
9. Prepare and process new hire letters.
10. Update Active Directory with current employee information.
11. Maintain files in accordance with the Agency Records Management Policy.
12. Attend job fairs representing the THC.

13. Assist with filing employee work-related documents in personnel files.
14. Assist with entering, updating and retrieving information from the THC personnel database.
15. Assist in the execution of human resources management policies and procedures.
16. Work closely with the Director of Human Resources in a variety of areas in HR and on special projects.
17. Maintain the highest level of confidentiality in HR matters and any other issues affecting the division and the agency.
18. Adhere to established work schedule with regular attendance.
19. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES

20. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Graduation from an accredited four-year college or university;
- Minimum one year work experience in human resources administrative and technical assistance work;
- Work experience interpreting and ensuring compliance with human resources state and federal laws and regulations;
- Work experience providing technical reports; and
- Required to travel up to 5% of the work period.

PREFER:

- Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR) certification or SHRM-Certified Professional (SHRM-CP)/SHRM-Senior Certified Professional (SHRM-SCP).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal laws and regulations and of the principles and practices relevant to HR management;
- Effective verbal and written communication, human relations and organizational skills;
- Effective grammar, spelling, punctuation and editing skills;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database, spreadsheet and presentation software;
- Skill in applying tact and diplomacy with others to gain cooperation and compliance;
- Ability to evaluate applicant qualifications, analyze job requirements and prepare job descriptions;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to work effectively in high-pressure situations and under strict deadlines with extreme attention to detail;
- Ability to work successfully in a dynamic, multi-tasking environment;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to evaluate applicant qualifications, analyze job requirements and prepare job descriptions;
- Ability to gather, assemble, correlate and analyze facts;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine

motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**